



**City of Burbank
Planning Division
SINGLE FAMILY RESIDENTIAL
Permit Application Information**

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This document describes the requirements for applying for a single family development permit in the City of Burbank and explains what happens when a permit is processed. Please read this document in its entirety and speak with a planner before completing the single family permit application to ensure that you are applying for the appropriate type of permit.

NOTICES TO ALL APPLICANTS

Completeness of Applications

It is important that all requested information be submitted with all project applications. Once your application is submitted, the Permit Streamlining Act provides that the City has up to 30 days to review your application to determine whether the information you have submitted is complete enough to process your application. If your application is incomplete, you will be notified in writing of any deficiencies. Once the requested information is submitted, the City has 30 additional days to again determine whether the submitted materials are adequate. Your application will not be processed until it has been deemed complete.

Process Time

The time required to process a project application is dependent upon several factors, including the type of application and number of other applications in process. The Planning Division makes every effort to process all applications as quickly as possible but cannot make any guarantees regarding how long it will take to process your application. The Planning Division cannot respond to requests to process an application by a certain date or expedite the processing of an application. All applications are processed in the order received and deemed complete.

Ex Parte Communication

While some single family permits are approved administratively by City staff, some are subject to approval by the Planning Board, and most permit decisions may be appealed to the Planning Board and City Council. Ex Parte Communication is private one-on-one discussions between a Planning Board member or City Council member and a project applicant about a pending application outside of the public meeting forum. Any such communication is subject to disclosure by the Board or Council member at a public meeting. Ex Parte Communications are discouraged. Any information that you have regarding an application being considered by the Planning Board or City Council should be presented to the entire Board or Council at a public meeting, not to individual Board or Council members prior to the meeting.

REQUIREMENTS FOR ALL APPLICATIONS

For your application to be processed in a timely manner, it is important that as much information as possible be included in the application package, and that all documents, photographs, and plans conform to City requirements as set forth below.

Documents

All reports, studies, text prepared by the applicant, and other such documents should be black and white and no larger than 8½ by 11 inches to facilitate photocopying.

Photographs

All photographs must be in color and no smaller than 3 by 5 inches. Each photograph must have the project address written on the back, or be attached to an 8½ by 11 inch sheet of paper with the project address written on it. Photographs that are blurry, shadowed, or otherwise not usable for the requested purpose may be rejected and the application deemed incomplete.

Plans

All plans submitted must be drawn to scale with all lot and building dimensions labeled. Plans should be of an appropriate scale depending upon the requested plan size, as specified below for the different application types. Plans larger than the requested size may be submitted, but all plans must be folded to approximately letter-size. Rolled plans will not be accepted.

All plans must include the following:

- Name of preparer
- Date originally prepared and date(s) of any revisions
- Applicant name
- Project address
- North arrow and scale

All site plans must include the following:

- Accurate and complete lot boundaries and dimensions
- Outline of all existing and proposed buildings on the property including structural walls and any eaves or overhangs, showing dimensions of the building and all front, side, and rear yard setbacks; existing buildings and portions of buildings must be labeled or otherwise differentiated from proposed buildings
- If existing buildings are to be demolished, two site plans must be submitted: one showing all existing buildings and indicating where demolition will occur, and one showing existing buildings or portions thereof that will remain (if any) and new buildings
- The location and name of all existing public streets and alleys adjacent to the site
- The width and location of all existing and proposed easements, whether public or private
- Tabulations and notations of the following:
 - Lot size
 - Existing and proposed square footage of all structures, including separate calculations for garage and for any square footage to be demolished
 - Floor area ratio (FAR) (does not include garage – see glossary below)
 - Lot coverage (includes garage – see glossary below)

All floor plans must include the following:

- Full interior floor plan of all structures with each room labeled and dimensioned

All building elevation plans must include the following:

- Full elevations of all structures on the property shown from all sides, with each side labeled by direction
- All dimensions labeled including but not limited to setbacks, height to top plate from average grade, and height to top of roof from average grade
- Patterns and/or labels indicating all roof and exterior wall materials, colors, and textures (setback exception and second dwelling unit applications only)
- If a basement is provided, show height of basement as measured from abutting ground surface at a distance five feet out from the basement wall

FAR INCREASE FROM 0.40 TO 0.45

This type of application is required if you wish to build a house up to a 0.45 floor area ratio in lieu of the 0.40 that is otherwise allowed. You must submit the following:

1. Completed application form
2. One set of project plans (11" x 17" or comparable size) including site plan, floor plan, and elevations (optionally, you may use the same set of plans as that submitted for plan check)

There is no application fee for this type of application. However, other plan check and building permit processing fees still apply.

What happens?

Your application is reviewed by Planning and Building Division staff through the plan check process to ensure that at least five items from the following list of incentives have been incorporated into the project:

1. The top plate height does not exceed 20 feet.
2. The roof pitch is equal to or greater than six vertical inches for every 12 horizontal inches (6:12).
3. The second story is built within the pitched roof structure.
4. Both side yard setbacks are at least two feet greater than the minimum required.
5. The second story is set back at least 10 additional feet at the front elevation for at least 75 percent of the width of the second story, as measured from the exterior wall of the first story or the outside edge of supporting posts for a covered front porch.
6. The second story is set back at least five additional feet on at least one side elevation as measured from the exterior wall of the first story.
7. The gross floor area of the second floor is no more than 75 percent of the gross floor area of the first floor.
8. The roof is a hipped roof, or gables do not face the interior side yard elevations. If a Dutch gable is used facing an interior side yard, the gable is located at least five feet back from the exterior wall.

If your application is approved, the record of approval is your approved building permit application. There is no public hearing, no public notice is provided, and the decision may not be appealed.

MINOR EXCEPTION TO SETBACK REQUIREMENTS

This type of application is required if you wish to continue an existing non-conforming side yard setback. You must submit the following:

1. Completed application form
2. One set of project plans (11" x 17" or comparable size) including site plan, and floor plan, and elevations.
3. Property survey verifying property lines and location of existing and proposed structures in relation to property lines
4. Additional sheet(s) describing how you think your application satisfies each of the required findings listed below (optional)
5. Application fee (\$42)

What happens?

Your application is reviewed by the City Planner and the Building Official, or other designated staff. For the City to approve your application, each of the following findings must be made:

1. The non-conforming minor addition, alteration or other minor non-conforming work is necessary for one or more of the following reasons:
 - a. The work is necessary to reduce a hazard or safety problem identified by a government official charged with identifying such hazards or problems;
 - b. The work is necessary to maintain or improve the aesthetic appearance or architectural viability of the structure; or
 - c. Requiring the alteration or addition to conform strictly to setback requirements would unreasonably add to the cost of construction.
2. The alteration or addition will not increase the height or number of stories of the existing non-conforming structure, and any non-conforming additions are of equal or lesser height than the existing structure.
3. The alteration or addition will not result in any decrease of the existing setback or otherwise increase the degree of non-conformity of the existing structure or create a new non-conformity
4. Windows, doors, wall covering and roof materials, and other architectural features of the alteration or addition will be consistent with the remainder of the structure.
5. The alteration or addition will not degrade the appearance or architectural quality of the structure.
6. The alteration or addition as proposed will not have unnecessary or unreasonable detrimental impacts to neighboring properties or structures including but not limited to impacts to light and sunlight, air circulation, privacy, scenic views, or aesthetics.

If your application is approved, the record of approval is your approved building permit application. There is no public hearing and no public notice is provided. If your application is denied, you may appeal the decision to the Planning Board by filing an appeal application along with the appeal filing fee (\$100).

ACCESSORY STRUCTURE COVENANT (UP TO 300 SQUARE FEET)

This type of application is required for an accessory structure of up to 300 square feet with plumbing fixtures. You must submit the following:

1. Completed application form
2. One set of project plans (11" x 17" or comparable size) including site plan, floor plan, and elevations
3. One copy of your title report and grant deed
4. Application fee (\$360)

What happens?

Your application is reviewed by the Planning Division to ensure that your proposed accessory structure complies with all Code requirements. The City Attorney's office prepares a covenant that states that the accessory structure cannot be used for cooking or sleeping purposes and that kitchen facilities cannot be installed in the structure. Once the covenant is complete, it will be mailed to you for review. You must sign the covenant and have your signature notarized by a California Notary Public. Once the signed covenant is returned to the Planning Division, it is forwarded to the Los Angeles County Recorder's office to be recorded against your property. You will be required to pay a small recording fee.

There is no public hearing and no public notice is provided for this type of application.

ACCESSORY STRUCTURE PERMIT (301 TO 1,000 SQUARE FEET)

This type of application is required for an accessory structure larger than 300 square feet, whether or not it has plumbing fixtures (up to the allowed maximum of 1,000 square feet). This application is also required for garages larger than 1,000 square feet. You must submit the following:

1. Completed application form
2. Three sets of project plans (11" x 17" or comparable size) including site plan, floor plan, and elevations (additional sets will be required if the decision is appealed as described below)
3. One copy of your title report or title summary and grant deed no older than six months.
4. Radius map and mailing labels for properties within a 300-foot radius (see separate handout)
5. Application fee (\$570)
6. Additional sheet(s) describing how you think your application satisfies each of the required findings listed below (optional)

What happens?

Your application is reviewed by the Planning Division. For the City to approve your application, the following findings must be made:

1. The accessory structure is compatible with the main dwelling structure on the lot and with existing houses in the neighborhood, and is consistent with the prevailing neighborhood character.

2. The accessory structure is consistent in scale and proportion to the main dwelling structure on the lot and to existing houses in the neighborhood.
3. The accessory structure does not unnecessarily or unreasonably encroach upon neighboring properties or structures in a visual or aesthetic manner through its size, location, orientation, setbacks, or height.
4. The accessory structure does not impose unnecessary or unreasonable detrimental impacts on neighboring properties or structures, including but not limited to impacts related to light and glare, sunlight exposure, air circulation, privacy, scenic views, or aesthetics.
5. The proposed use and potential future uses of the accessory structure are compatible with the single family neighborhood atmosphere and would not negatively impact neighboring properties.

Before action is taken by the Community Development Director to approve or disapprove your application, notice of the pending decision will be mailed to all property owners and tenants of properties within a 300-foot radius of your property. Any person (including you as the applicant) may appeal the Community Development Director's decision to the Planning Board within 15 days of the decision date. If no appeal is filed, the Director's decision is final. If an appeal is filed, the matter is scheduled for a public hearing in front of the Planning Board.

If your application is approved and your accessory structure includes plumbing fixtures, the City Attorney's office prepares a covenant that states that the accessory structure cannot be used for cooking or sleeping purposes and that kitchen facilities cannot be installed in the structure. Once the covenant is complete, it will be mailed to you for review. You must sign the covenant and have your signature notarized by a California Notary Public. Once the signed covenant is returned to the Planning Division, it is forwarded to the Los Angeles County Recorder's office to be recorded against your property. You will be required to pay a small recording fee.

SECOND DWELLING UNIT PERMIT

This type of application is required for a second dwelling unit (see the glossary section below for a description of the difference between an accessory structure and a second dwelling unit). You must submit the following:

1. Completed application form
2. Three sets of project plans (11" x 17" or comparable size) including site plan, floor plan, and elevations (additional sets will be required if the decision is appealed as described below)
3. Photographs of all sides of the main dwelling unit structure, including one of the front of the house taken from the public street; if the second dwelling unit is to be attached to an existing garage or accessory structure, photographs of that structure must also be submitted
4. One copy of your title report or title summary, grant deed, or other proof of ownership no older than six months.
5. Radius map and mailing labels for properties within a 300-foot radius (see separate handout)
6. Application fee (\$1,110)

What happens?

Your application is reviewed by the Planning Division to ensure that your proposed second dwelling unit complies with all Code requirements, including the following key items:

1. The second dwelling unit includes complete independent living facilities including permanent provisions for living, sleeping, eating, cooking, and sanitation.
2. The second dwelling unit is no larger than 500 square feet.
3. If detached from the main dwelling, the second dwelling unit is no more than one story and no more than 13 feet tall to the top plate and 17 feet to the top of the roof and architectural features. The second dwelling unit is not built over the top of a detached garage.
4. If attached to the main dwelling, the second dwelling unit is designed so that it can be easily incorporated into the main dwelling unit if the second dwelling unit is terminated. If a separate entrance is provided, it is located on the side or rear of the structure.
5. The lot on which the second dwelling unit is located is 6,000 square feet or larger.
6. The exterior design of the second dwelling unit matches that of the main dwelling unit including but not limited to materials, colors, and roof pitch.
7. There is at least one extra parking space provided for the second dwelling unit in addition to the spaces required for the main dwelling. The space may be uncovered but may not be located in a driveway or front yard and may not be a tandem space.
8. There is not another second dwelling unit located within a 300-foot radius from the property on which the second dwelling unit will be located.

Before action is taken by the Community Development Director to approve or disapprove your application, notice of the pending decision will be mailed to all property owners and tenants of properties within a 300-foot radius of your property. Any person (including you as the applicant) may appeal the Community Development Director's decision to the Planning Board within 15 days of the decision date. If no appeal is filed, the Director's decision is final. If an appeal is filed, the matter is scheduled for a public hearing in front of the Planning Board.

If your application is approved, the City Attorney's office prepares a covenant that memorializes the limitations and requirements of a second dwelling unit. Once the covenant is complete, it will be mailed to you for review. You must sign the covenant and have your signature notarized by a California Notary Public. Once the signed covenant is returned to the Planning Division, it is forwarded to the Los Angeles County Recorder's office to be recorded against your property. You will be required to pay a small recording fee.

LARGE FAMILY DAYCARE HOME ADMINISTRATIVE USE PERMIT

This type of application is required to operate a large family day care home, in addition to any licensing required by the State of California. You must submit the following:

1. Completed application form
2. Three sets of project plans (11" x 17" or comparable size) including site plan and floor plan, with indication of which portions of the home will be used for the day care (additional sets will be required if the decision is appealed as described below)

3. One copy of proof that the house to be used as the day care facility is your primary residence (valid California Driver's License or California Identification Card or proof of voter registration)
4. Radius map and mailing labels for properties within a 1,000-foot radius (see separate handout)
5. Application fee (\$440)
6. Additional sheet(s) describing how you think your application satisfies each of the required findings listed below (optional)

What happens?

Your application is reviewed by the Planning Division. For the City to approve your application, the following findings must be made:

1. The applicant lives in the home, and the home is applicant's legal principal residence. The applicant shall provide adequate written evidence of its residency.
2. The use of the home as a large family day care home is clearly incidental and secondary to the primary residential use of the property.
3. The property or home has not been altered or structurally changed in a way which is adverse to the character or appearance of the residential zone.
4. One off-street parking space is provided for each non-resident employee. Such parking space shall be in addition to the minimum parking requirements applicable to the property consistent with the provisions of this chapter, including, but not limited to, provisions applicable to legal, non-conforming residential buildings. The residential driveway is acceptable so long as the parking space does not conflict with any required child drop-off/pickup area and does not block the public sidewalk or right-of-way.
5. The garage is not used for any purpose relating to the care giving of the children unless it has been converted in accordance with the provisions of this chapter. Replacement parking (if needed) is sufficient to comply with the requirements of this chapter, including the provisions of this section.
6. Procedures for the loading and unloading of children from vehicles have been submitted by applicant and are sufficient. If there is not sufficient on-street parking to allow for the safe loading and unloading of children from vehicles, the driveway shall be used for this purpose. The public sidewalk and/or right-of-way shall not be blocked while completing the loading and unloading process. Double parking in the street is prohibited. The applicant shall be responsible for the safe loading and unloading of children and shall distribute a notice of loading and unloading procedures to all persons that utilize services of the large family day care home. Day care provider is responsible for adherence to these rules.
7. If the residence is located on a major arterial street, there is a drop-off/pickup area designed to prevent vehicles from backing onto the major arterial roadway.
8. No signs or other indicia will identify the residence as a large family day care home are visible from the right-of-way.
9. There shall be a minimum distance of 500 feet between the parcel on which the large family day care home is located and the nearest parcel containing a licensed large family day care home.

10. No more than one large family day care home shall be permitted within a 500-foot radius of any child day care facility or elementary school.
11. The applicant is in compliance with all applicable regulations of the Fire Department and the Building Official regarding health and safety requirements.
12. The applicant has applied for a large family day care home license from the State of California Department of Social Services.
13. The applicant shall not allow smoking within the residence when any of the children being cared for are present in the residence.

Your house will be inspected by staff from the Planning Division, Building Division, and Fire Department to ensure that your property complies with all Zoning, Building, and Fire Codes.

Before action is taken by the Community Development Director to approve or disapprove your application, notice of the pending decision will be mailed to all property owners and tenants of properties within a 1,000-foot radius of your property. Any property owner or tenant within a 100-foot radius of your property (including you as the applicant) may appeal the Community Development Director's decision to the Planning Board within 15 days of the decision date. If no appeal is filed, the Director's decision is final. If an appeal is filed, the matter is scheduled for a public hearing in front of the Planning Board.

SPECIAL DEVELOPMENT PERMIT

This type of application is required if you wish to exceed the maximum allowed height, floor area ratio, or lot coverage due to the size of your lot or the size or height of existing houses in your neighborhood. You must submit the following:

1. Completed application form
2. Three sets of project plans (11" x 17" or comparable size) including site plan, floor plan, and elevations (additional sets will be required if the decision is appealed as described below)
3. Radius map and mailing labels for properties within a 300-foot radius (see separate handout)
4. Application fee (\$570)
5. Additional sheet(s) describing how you think your application satisfies each of the required findings listed below (optional)

What happens?

Your application is reviewed by the Planning Division. For the City to approve your application, the following findings must be made:

1. The house is compatible with existing houses in the neighborhood and consistent with the prevailing neighborhood character.
2. The house is reasonably consistent in scale and proportion to existing houses in the neighborhood.
3. The house does not unnecessarily or unreasonably encroach upon neighboring properties or structures in a visual or aesthetic manner through its size, location, orientation, setbacks, or height.

4. The house does not impose unnecessary or unreasonable detrimental impacts on neighboring properties or structures, including but not limited to impacts related to light and glare, sunlight exposure, air circulation, privacy, scenic views, or aesthetics.

Before action is taken by the Community Development Director to approve or disapprove your application, notice of the pending decision will be mailed to all property owners and tenants of properties within a 300-foot radius of your property. Any person (including you as the applicant) may appeal the Community Development Director's decision to the Planning Board within 15 days of the decision date. If no appeal is filed, the Director's decision is final. If an appeal is filed, the matter is scheduled for a public hearing in front of the Planning Board.

HILLSIDE DEVELOPMENT PERMIT

This type of application is required if you wish build in the hillside area and any of the following criteria apply:

1. The project involves the creation of a new building pad, cut or fill activity to expand an existing building pad, or any other grading activity, including but not limited to grading for structures, swimming pools, and expanded yard areas.
2. The structure extends beyond the front or rear yard setback lines established by the location of neighboring homes.
3. The grade difference as measured at the perimeter of the house, accessory structure, or deck is greater than ten feet.
4. The height of the proposed structure to the top of the roof exceeds 24 feet.
5. The total gross square footage of all structures (except the garage) is greater than 3,000 square feet.

You must submit the following:

1. Completed application form
2. 13 sets of project plans (half-sheet or comparable size) including site plan, floor plan, and elevations (additional sets will be required if the decision is appealed as described below)
3. Radius map and mailing labels for properties within a 1,000-foot radius (see separate handout)
4. View study (see separate handout)
5. Application fee (\$775)
6. Additional sheet(s) describing how you think your application satisfies each of the required findings listed below (optional)

What happens?

Your application is reviewed by the Planning Division and routed to all City departments for review. For the City to approve your application, the following findings must be made:

1. The house and other structures are compatible with existing houses and undeveloped areas in the neighborhood and consistent with the prevailing neighborhood character.
2. The house and other structures are reasonably consistent in scale and proportion to existing houses in the neighborhood.

3. The house and other structures do not unnecessarily or unreasonably encroach upon neighboring properties or structures through their size, location, setbacks, or height.
4. The house and other structures do not impose unnecessary or unreasonable detrimental impacts on neighboring properties or structures, including but not limited to impacts related to light and glare, sunlight exposure, air circulation, privacy, or aesthetics.
5. The vehicle and pedestrian access to the house and other structures do not detrimentally impact traffic circulation and safety or pedestrian circulation and safety and are compatible with existing traffic circulation patterns in the surrounding neighborhood. This includes, but is not limited to: driveways and private roadways, access to public streets, safety features such as guardrails and other barriers, garages and other parking areas, and sidewalks and pedestrian paths.
6. The house and other structures are reasonably consistent with the natural topography of the surrounding hillside.
7. The house and other structures are designed to reasonably incorporate or avoid altering natural topographic features.
8. The house and other structures will not unnecessarily or unreasonably encroach upon the scenic views from neighboring properties, including both downslope and upslope views.

Through the hillside development permit process, you may also apply for an exception to the development standards for the R-1 zone. For the City to grant any such exceptions, the following additional findings must be made:

1. The exception is not detrimental to the public health, safety, or general welfare.
2. Granting of the exception does not constitute a grant of special privilege inconsistent with the limitations upon other projects and/or properties in the vicinity.
3. The exception does not permit or encourage development inconsistent with the character of existing development in the neighborhood.
4. There are special conditions or unique characteristics applicable to the subject property and/or the surrounding neighborhood due to the location in the hillside area that justify granting of the exception. Such conditions or characteristics may be related to topography, location, orientation, or other issues that do not generally apply to properties or neighborhoods located outside of the hillside area.

Before action is taken by the Community Development Director to approve or disapprove your application, notice of the pending decision will be mailed to all property owners and tenants of properties within a 1,000-foot radius of your property. Any person (including you as the applicant) may appeal the Community Development Director's decision to the Planning Board within 15 days of the decision date. If no appeal is filed, the Director's decision is final. If an appeal is filed, the matter is scheduled for a public hearing in front of the Planning Board.

VARIANCE

This type of application is required if you wish to vary from any of the development standards required for the R-1 zone. You must submit the following:

1. Completed application form

2. 18 sets of project plans (half-sheet or comparable size) including site plan, floor plan, and elevations (additional sets will be required if the decision is appealed as described below)
3. One copy of reduced project plans (11" x 17" or comparable size)
4. Radius map and mailing labels for properties within a 1,000-foot radius (see separate handout)
5. Application fee (\$855)
6. Additional sheet(s) describing how you think your application satisfies each of the required findings listed below (optional)

What happens?

Your application is reviewed by the Planning Division and routed to all City departments for review. The decision about whether to approve to disapprove a variance is made by the Planning Board. For the Board to approve your application, the following findings must be made:

1. There are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to other property or classes of use in the same vicinity and zone.
2. The variance is necessary for the preservation and enjoyment of a substantial property right of the applicant, possessed by other property owners under like conditions in the same vicinity and zone but which is denied to the property in question.
3. The granting of the variance will not be materially detrimental to the public welfare or injurious to property or improvements in the vicinity and zone in which the property is located.
4. The granting of the variance will not be contrary to the objectives of the General Plan.

A public hearing is scheduled with the Planning Board. Notice of the public hearing will be mailed to all property owners and tenants of properties within a 1,000-foot radius of your property. After considering staff's recommendation and accepting any written or verbal public input, the Board will decide to approve or disapprove your application. Any person (including you as the applicant) may appeal the Planning Board's decision to the City Council within 15 days of the Board's decision. If no appeal is filed, the Planning Board's decision is final. If an appeal is filed, the matter is scheduled for a public hearing in front of the City Council.

GLOSSARY OF TERMS

Accessory Structure

An accessory structure is a structure separate from the main dwelling unit that is used for some use that is accessory, or incidental, to the main dwelling unit. Such uses include but are not limited to recreation and game rooms, pool houses, offices, and storage rooms. Although they may include a bathroom, accessory structures are not "granny flats" and cannot be used for living, sleeping, or cooking purposes. Accessory structures may not be rented out as an apartment and may not be lived in, even by friends or family members. See "second dwelling unit" below.

Floor Area Ratio

The floor area ratio, or FAR, is a measurement of the size of a house in relation to the lot size. The maximum permitted house size is determined by multiplying the lot size by the FAR. The maximum allowed FAR is 0.40, or 0.45 if certain incentives are provided. For example, on a 7,000 square foot lot, the maximum 0.40 FAR would allow a 2,800 square foot house ($7,000 \times 0.40 = 2,800$). With the provision of incentives, a 3,150 square foot house would be allowed ($7,000 \times 0.45 = 3,150$). The floor area ratio includes all structures on a property except up to 600 square feet of garage space. It includes the total square footage, including the square footage of a second floor. Unenclosed structures such as covered patios are not included as long as they are fully open on at least two sides.

Lot Coverage

Lot coverage is similar to floor area ratio, except that it is concerned with how much of a lot can be covered with structures, and therefore only considers the footprint of structures and does not account for the square footage of a second story. Lot coverage includes the footprint of all structures on the property, including the garage. Unenclosed structures such as covered patios are not included as long as they are fully open on at least two sides. The maximum allowed lot coverage is 50 percent. The math is similar to that for FAR. For example, on a 7,000 square foot lot, the maximum area that could be covered with structures is 3,500 square feet, including the house, garage, and any accessory structures or second dwelling unit ($7,000 \times 50\% (0.50) = 3,500$).

Second Dwelling Unit

A second dwelling unit is what is sometimes referred to as a “granny flat.” It is an additional dwelling unit that can be provided on a property when certain standards are met (as described above). A second dwelling unit must have a kitchen and bathroom to provide adequate living amenities, and must have its own parking space. Second dwelling units may be rented, or alternatively a property owner may live in the second dwelling unit and rent the main house. However, the owner of the property must live in either the main or second dwelling units, and cannot rent both units.